

**BYLAWS, TENNESSEE GOVERNMENT MANAGEMENT INSTITUTE
(TGMI)**

ALUMNI NETWORK

**ARTICLE I
NAME**

The name of this organization shall be the Tennessee Government Management Institute (TGMI) Alumni Network.

**ARTICLE II
OBJECTIVES**

The objectives of this organization shall be to:

- a. Promote interest in and support of TGMI.
- b. Provide a forum for the exchange of ideas among Tennessee Government Managers and Executives.
- c. Encourage networking and effective partnerships within Tennessee State government.
- d. Edify and demonstrate effective communication in Tennessee State government.
- e. Nurture and sustain affiliation and camaraderie between classes of TGMI through the sponsorship of the Alumni Network.
- f. Serve as an educational resource to provide a clear understanding of Tennessee State government and its operation.
- g. Create opportunities for learning and continuous improvement in government operation.
- h. Teach and enrich professionalism in Tennessee State government.
- i. Instruct and foster appreciation for innovative management philosophies and effective techniques of supervision.
- j. Coordinate the TGMI curriculum and educational activities with the Department of Human Resources and all other relevant State agencies.
- k. Promote a positive image of state employees.

**ARTICLE III
MEMBERS**

Section 1. The membership of the TGMI Alumni Network shall be open to all former TGMI participants, i.e., those who have completed the TGMI course sponsored by the Tennessee Department of Human Resources.

Section 2. No dues are required to be a member of the Alumni Network.

ARTICLE IV **OFFICERS**

A member of the TGMI Alumni Network who is employed by Tennessee State government shall be eligible to hold office. A person who is no longer employed by Tennessee State government shall not be eligible to hold office, but will retain voting privileges as a member of the TGMI Alumni Network.

Section 1. The officers of the Alumni Network shall be a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws.

Section 2. The Chairperson shall be the Principal Officer of the Alumni Network. The Chairperson shall assume the duties of the Chairperson after serving a one-year term as the Vice-Chairperson. Should the position of the Chairperson become vacant, the current Vice-Chairperson shall assume the office of Chairperson for the remainder of the unexpired term and continue to serve as Chairperson for the next calendar year.

Section 3. The Vice-Chairperson shall be elected at the annual meeting of the Alumni Network. The Vice-Chairperson shall assume the duties of the Chairperson following the one-year term as Vice-Chairperson. Should the position of Vice-Chairperson become vacant, election of a new Vice-Chairperson will be conducted as outlined in Article VII. The newly elected Vice-Chairperson shall hold office for the remainder of the unexpired term and continue to serve as Vice-Chairperson until elevated to Chairperson.

Section 4. The Secretary shall be elected by the Steering Committee from its voting members.

Section 5. The Treasurer shall be elected by the Steering Committee from its voting members.

Section 6. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V **DUTIES OF OFFICERS**

Election as an officer and Steering Committee member requires a commitment and willingness to serve to promote and communicate with the Alumni Network. This requires, at a minimum, presence at monthly Steering Committee meetings.

Section 1. The Chairperson shall:

- a. Preside at meetings of the Alumni Network.
- b. Preside at meetings of the Steering Committee.
- C. Appoint members of Standing and Special Committees.
- d. Perform other duties appropriate to the office.

- e. Prepare an agenda for the Steering Committee meetings.
- f. Prepare an agenda for the Alumni Network meeting.
- g. Serve on the Department of Human Resources TGMI Selection Committee.

Section 2. The Vice-Chairperson shall:

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.
- c. Oversee the TGMI Communications Committee to include the newsletter, alumni database, and webpage.

Section 3. The Secretary shall:

- a. Record and maintain minutes from all the Steering Committee meetings.
- b. Distribute the minutes from the Steering Committee meetings in a timely manner to all the members of the Steering Committee as well as to members of the Alumni Network upon approval.
- c. Send a notice of all meetings as well as a copy of all agendas to the members of the Steering Committee and the Alumni Network.

Section 4. The Treasurer shall:

- a. Act as custodian of the TGMI bank account.
- b. Report to the Steering Committee at the end of the calendar year the financial status of the bank account.

ARTICLE VI

MEETINGS OF THE ALUMNI NETWORK

Section 1. The Chairperson shall call regular meetings of the TGMI Alumni Network. The annual meeting shall take place during the period of September 1 through December 30.

Section 2. Special meetings may be called by the Chairperson or by the Steering Committee and shall be called upon the written request of ten members of the Alumni Network. Except in cases of emergency, at least three days' notice shall be given.

ARTICLE VII

THE STEERING COMMITTEE

Section 1. The Steering Committee of the Alumni Network shall consist of the elected members from the qualifying Alumni Network, and an ex-officio member from the Department of Human Resources appointed by the Commissioner of Human Resources.

Section 2. The elected Steering Committee members from the Alumni Network shall not exceed eleven voting members and shall be as follows:

- a. Past Chairperson
- b. Chairperson (Past Vice-Chairperson).
- c. Vice-Chairperson (elected from the qualifying Alumni Network minus the most current class).
- d. Two members from the immediate past class, or if 2 classes occur within one year, then one member each from the immediate past two classes. These members will be in the second year of their two-year term.
- e. Two members from the most current class, or if 2 classes occur within one year, then one member each from the most current two classes, who will serve a two-year term (one-year as most current class members and one-year as immediate past class members).
- f. Two members-at-large elected from the qualifying Alumni Network minus the most current class(es). These members elected in the even years for a two-year term.
- g. Two members-at-large elected from the qualifying Alumni Network minus the most current class(es). These members elected in the odd years for a two-year term.

A single term of office for elected Steering Committee members shall run from January 1 through December 31.

Section 3. Members from the “most current class(es)” shall be elected during the second week of the TGMI curriculum. They will serve a two-year term beginning in January of the following year. The two “most current class(es)” members on the board will move to the “immediate past class(es)” member roles and will be in the second year of their two-year term when the new “most current class(es)” members come on board in January. The “immediate past class(es)” members on the board will drop off the Steering Committee when the new “most current class(es)” members come on board. The Chairperson shall serve an additional one-year term as Past Chairperson immediately after having served as the Chairperson. The Vice-Chairperson and the member(s)-at-large shall be elected by ballot just prior to the annual meeting. The Chairperson shall appoint a nominations/election committee who shall solicit candidates and establish the election ballot. The Steering Committee Chairperson and the nominations/election committee shall count the ballots.

Section 4. If any Alumni Network election were to end in a tie, a run-off election will be held between the candidates who received the same number of votes. The run-off will be held

pursuant to the election guidelines in Article VII. If the run-off election ends in a tie, the Steering Committee will determine the winner using the following procedure. Each voting Steering Committee member shall cast a vote by written ballot. The Ex-officio, who is a non-voting member of the Steering Committee, shall collect the written ballots, count the votes, and declare a winner. Should this vote end in a tie, the Vice-Chairperson, the Chairperson, and the Past Chairperson shall cast a vote by written ballot. The Ex-officio, who is a non-voting member of the Steering Committee, shall collect the written ballots, count the votes, and declare a winner.

Section 5. If any member of the “immediate past class(es)” or the “most current class(es)” on the Steering Committee is elected to another Steering Committee position, retires or leaves Tennessee State Government prior to the end of their term, their respective class shall elect a replacement person to represent their class on the Committee for the remainder of the original term.

Section 6. The Steering Committee shall have general supervision of the affairs of the Alumni Network between its business meetings, schedule the hour and place of meetings, develop an agenda for the meeting, make recommendations to the Alumni Network, and shall perform such other duties as are specified in these bylaws.

Section 7. Steering Committee meetings shall be held at least monthly and shall be called by the Chairperson. A majority of the voting members of the Steering Committee must be duly assembled to transact business. Attendance of Steering Committee meetings by conference call is allowed. Motions must pass by majority vote of members in attendance. Special meetings of the Steering Committee may be called upon the written request of three members of the Steering Committee.

ARTICLE VIII **COMMITTEES**

The Chairperson, acting on behalf of the Alumni Network and/or the Steering Committee, shall appoint committees, standing or special. The Chairperson shall be an ex-officio member of all committees.

ARTICLE IX **NEWSLETTER**

Section 1. The publishing and dissemination of a TGMI newsletter shall be the responsibility of the Vice-Chairperson overseeing the TGMI Communications Committee.

Section 2. The purpose of the newsletter is to inform the Alumni Network of TGMI activities/events, government issues/initiatives, and professional growth opportunities.

Section 3. The newsletter shall be published at least two (2) times during a calendar year.

Section 4. Class reporters shall be elected from each TGMI class. The membership of the class shall elect the class reporter annually.

Section 5. The class reporter shall be responsible for:

- a. Serving as the central repository for their class news and information.
- b. Conducting and directing bi-annual requests for publication news, activities, and accomplishments of their respective class members.
- c. Submitting to the Vice-Chairperson their collected information for the bi-annual newsletter.
- d. Providing a written notification to the Steering Committee if, for any reason, they are no longer able to meet their responsibilities as class reporter.
- e. Assisting in the coordination of coverage for special events involving classmates.
- f. Maintaining and providing a current and accurate address and email listing for all classmates to the Steering Committee Vice-Chairperson.
- g. Working collaboratively with their class President to arrange and coordinate social gatherings and events for the purpose of networking and remaining in contact.

ARTICLE X

These bylaws may be amended at any regular meeting of the Alumni Network by a majority of those present, provided that the amendment has been submitted in writing to the members of the Alumni Network at least three days prior to the meeting.